

PROCEDURE FOR SIGN PERMITS

1. Permit Application: Applications for a sign permit are to be made using the standard permit application form. The form is designed to obtain the information required to process a permit. All information should be typewritten or printed in ink in a legible, professional manner and shall include the following

- Complete application signed by the property owner **AND** qualifier; both signatures must be notarized.
- Correct folio number and legal description **MUST** be provided.
- Correct job address with suite, space and/or bay number **MUST** be provided
- Permit type requested to be indicated:
 1. **Category ELEC. 03:** Illuminated exterior signs and awning signs (to be reviewed by Zoning, Building, Structural and Electrical).
 2. **Category ELEC. 27:** Exterior or interior outline lighting and all illuminated signs inside a building or mall (to be reviewed by Electrical ONLY).
 3. **Category BLDG. 51:** Exterior non-illuminated signs, copy changes (to be reviewed by Zoning, Building and Structural).

NOTE: Balloon signs and painted wall signs (painted directly onto a wall) are to be applied for under a Zoning Improvement Permit (green application). Indicate the correct category on the application.

2. Information Required on Plans: Plans must be submitted in a professional manner and in compliance with the Florida Building Code. Adequate scale of details and legibility of plans is required.

3. Two sets of plans are required: Office and Job copy. Each set of drawings must be stamped on the back with the Miami-Dade County approval/disapproval stamp available at the permit desk. In addition, each set of plans is to be marked as Office and Job copy. The process number and job address is also to be placed on the back of each set of plans.

4. Requirements for sign types:

- **WALL SIGNS:** provide detailed building elevations to include: overall sign and building dimensions, sign copy, building orientation (N,S,E,W), electrical and structural sign construction

details and data, if applicable. Provide site plan of property indicating all existing signs with dimensions and sign copy. Wall signs over 24 sq. ft. must provide calculations and a registered engineer's seal.

- **DETACHED SIGNS:** Provide detailed site plan to include: all structures, drives, parking, landscaping, roads, easements, location of proposed sign, location and size of any other existing detached sign(s), north arrow, site dimensions and sign setbacks from property lines and center lines from all road rights-of-way for proposed sign. Provide electrical (if applicable) and structural sign construction details and data, sign copy and dimensions. **NOTE:** all signs over 24 sq. ft. require calculations and a registered engineer's seal.
 - **BILLBOARDS:** Provide detailed site plan to include: all structures, drives, parking, landscaping, roads, easements, location of proposed billboard, location of any other billboard within 600', north arrow, site dimensions, setback dimensions from property lines and center lines from all road rights-of ways for proposed billboard. Provide structural sign construction details, data and dimensions. All billboards require calculations and a registered engineer's seal.
 - **BALLOON SIGNS:** If balloon sign is to be ground mounted, provide detailed site plan to include: all structures, drives, parking, landscaping, roads, easements, location of proposed balloon with setbacks indicated to property lines and to center lines of road rights-of-way, site dimensions. If balloon is to be roof mounted, provide building elevation only, showing location of balloon and height above roof. Provide fastening details, sign copy and balloon dimensions. **NOTE:** A bond in the amount of \$2,500.00, payable to the Department of Planning and Zoning is required with the submission. This bond check will be held in our office pending verification that the balloon has been removed after the 17 day period provided for in Section 33-99 (balloons). At such time the bond check will be returned to you.
 - **PAINTED WALL SIGNS** (painted directly on the wall): Provide detailed building dimensions (height of wall, width of wall), overall sign dimensions, sign copy, building orientation (N,S,E,W).
- 5. Photographs:** Provide an original, good quality photo of proposed sign location; to be stapled onto the office and Job copy.

6. **Process number:** Obtain process number(s) from permit clerks; **multiple signs for the same location are to be kept together as a package.**
7. **Status of plans:** Contact permit section at (786) 315-2300 or BNZI voice response system at (305) 591-7966 to confirm status of processing. You can also go on-line and view the status of your plans through <http://www.miamidade.gov/building/plantrack.asp> and enter your process number.
8. **Pick-up:** Pick up completed plans from the permit counter on the ground floor. If plans have been disapproved, reworks **WILL NOT** be done as a walk-thru.
9. **Inspections:** A shop inspection is required for all box and detached signs. A final inspection is required for all wall signs. Call (786) 315-2100 to request you inspection. A zoning inspection is required for all balloon and painted wall signs; call (786) 315-2660 to request your zoning inspection. Refer to your permit number when requesting all inspections.

GENERAL NOTES:

1. For **ALL** sign information, contact Zoning Information at (305) 375-1806, 1807, 1808. Zoning Information is located on the 12th floor of the Stephen P. Clark Center, 111 NW 1st Street.
2. **ALL** signs over 24 sq. ft. require calculations and engineer's seal.
3. **No** detached sign shall be installed so as to overhang into a driveway or required parking space unless there is a minimum clear distance of 16' above grade.
4. If subject property is across the street from, or abuts a municipality, approval from that municipality is required **prior** to submitting plans/application.
5. If signage is approved by public hearing, provide a copy of the resolution that approved the signage.
6. Provide a copy of the Certificate of Use (C.U.) for the business to operate at the proposed location, **OR** a building permit number if alterations/construction is being done at the proposed location.
7. If location is in a shopping center or warehouse, provide the **CORRECT ADDRESS AND/OR BAY, SUITE NUMBER** (if applicable) on the application for the unit being permitted.